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DDP Evaluation System

In 1970 the Clandestine Service implemented the Evaluation Board system of competitively evaluating its personnel. The purpose of the evaluation is to identify officers with both high and low performance. The members of the Evaluation Boards and Panels are picked from each staff and division and are relieved of their responsibilities upon completion of the exercise. Panel members are senior by two grades to employees being evaluated. Evaluation Boards and Panels are convened annually for each grade group GS-08 and above.

I. Major Responsibilities of the Evaluation Board:

- A. Identify officers who merit promotion on the basis of competitive rankings
- B. Identify officers who on the basis of potential, performance and lack of qualifications rank in the lowest percentile of their grade group
- C. Review all available records -- official files, CSPS files and Home-base files
 1. Primary factors to be considered:
 - a. Quality and level of performance
 - b. Growth potential
 - c. Personal characteristics and qualifications
 2. Other factors:
 - a. Conduct and suitability
 - b. Nature and type of service
 - c. Training assignments
 - d. Medical and security information
 - e. Information not in Personnel files
 - f. Quality of Fitness Reports (consistencies/inconsistencies)
 3. Other considerations:
 - a. Determine whether documented criticisms/detriments are outdated
 - b. Value of the individual to the CS and potential usefulness
 - c. Vietnam service

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II. Major Responsibilities of Individual Panels:

A. Function of Evaluation Panels

1. Rank employees in order of merit as advice to the Evaluation Board in making its promotion recommendation to the DDP.
2. Rank employees in the middle as well as low percentile categories.
3. Make suggestions on career development deemed necessary for any employee, i.e. training, rotational assignments, etc.

NOTE: Divisions and Staffs indicate a rank-order utilizing their own systems. These rankings are considered to be advisory and panels are not bound by them. If there is a serious divergence between the panel's findings and a component ranking, the panel chairman will consult with the component and attempt to reconcile the difference.

4. Use a numerical composite score method of ranking approved by the DDP.

B. Panel Composition/Categories

1. Evaluation Board consists of three panels reviewing officers of same grade group according to functional categories.
2. Panel A - Review of officers engaged in reports, requirements and analytical work.
3. Panel B - Review of officers engaged in operations (operations generalists and operations specialists).
4. Panel C - Review of officers engaged as specialists.

III. Function of the Evaluation Board:

- A. Upon completion of panel deliberations the Board chairman and chairman of the functional panels meet as a Board to review the work of the panels and if necessary, re-evaluate the highest and lowest percentiles and establish a final ranking.
- B. Make specific recommendations when necessary, regarding training or assignments to improve an officer's future use to the CS.

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- C. Suggest Quality Step Increases.
- D. Forward all findings to the Deputy Director for Plans.

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